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IHSA-081-041

WORKING PAPER

20 November 1981

MEMORANDUM FOR: Members, User Productivity and Support Working Group

FROM

:

Chairman

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SUBJECT : Plan For Working Group Meetings on 30 November and
1 December 19811. Background

As you are aware, the Office of the IHSA has requested your participation in a 2-3 week effort to help them identify the direction the Agency should pursue in providing the proper "tools" that will be required to improve productivity and provide proper support to the user in the '85 - '90 time frame.

The IHSA has been directed to develop a strategic plan for the Agency's IH systems by the end of August 1982. To accomplish this task within the given time constraints, they have devised a four phase approach. In the first phase (our phase) a series of user oriented working groups will discuss and clarify the goals or objectives of IH from their perspective. The second phase will require other working groups, consisting primarily of IH providers, to address how the goals identified in Phase One might be implemented given technical, space, budgetary and other resource realities. Phases Three and Four concern themselves with preparing the draft and final versions of the Plan. A schedule for development of the Plan is attached for your information.

2. IHSA Point Papers

The IHSA has prepared the attached discussion paper that we can use as a "strawman" to focus our views and structure our product. In addition to background information provided, there are a number of specific questions found in both the overview and sub-sections of the paper presented that will require our response. Since our time is very limited, please give as much thought to these questions and goals as you can prior to our initial gathering on the 30th of November and the 1st of December. If you are disposed to committing some of your thoughts to paper for group considerations, please do so.

3. Some Guidelines

a. The time frame for goal implementation is 1985 through 1989. It is assumed that any resources needed to significantly alter the current plans for IH enhancements would not be available until FY-85.

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b. Our focus should be on requirements and needs, not solutions or implementation.

c. The basic theme of our discussion is simply: What "tools" should the Agency have in the 1985 - 90 time frame to improve the productivity and provide optimum support to IH users in the Agency?

d. Recommending changes to the current functional environment of existing systems is not our concern.

e. We should avoid "general goodness" suggestions such as commonality and interoperability. These are givens in any IH architectural plan.

f. In addition to the questions and goals posed in the attached point paper, I would welcome any additional topics that you or your components would like to be addressed.

4. Briefings

Complementing our outside briefings from industry, we have arranged for a number of tutorial briefings during the first day to bring everyone up to speed on the current status, problems, and any planned improvements in the development of productivity tools in the Agency. Topics and speakers are listed in the attached schedule. If there are other subjects of interest that you feel will be beneficial to present to the group, please advise

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5. Discussion

Our second day will be devoted to a discussion of the issues raised in the IHSA "strawman" and to the specific questions which we must answer to prepare for our meetings on December 7 and 8. Please give some thought to the kind of data that we each will need to collect from our directorate to answer those questions.

6. Reference Material

Since some of the decisions from the first working group will have a direct bearing on the focus of this working group, a summary of the goal decisions made from that group is included.

7. I look forward to an informative and productive association. If you have any questions prior to our first working group meetings on 30 November and 1 December, please call [redacted] I will be on leave during November, except for the 25th and 27th. I can be reached on either of those days on [redacted]

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Attachments:
As Stated

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